Create a Job Requisition Create New Position Quick Reference Guide
04.01.15

Type *Create job req* in Search Box.

REQUIRED FIELD	DEFINITION	COMMENT
Copy Details from Existing Job Requisition	Leave Blank if not copying details from a different requisition.	
Supervisory Organization	Organization the worker will be hired into	
Create New Position	For a new Position in the organization	
Existing Position	Fill an open position within the organization	
Worker Type	Employee – Receives a W2 from Femilab Contingent Worker – Does not receive a W2 from Femilab	
Number of Openings	Defaults to one	
Reason – Recruiting > Current Budgeted Headcount: Post for Competitive Fill	No increase to headcount, posted externally	The reason will never be Create Job Requisition > Administrative. This is used only for transfer, promotion or a job change
Recruiting > Current Budgeted Headcount: Post Internally Only	No increase to headcount, posted internally only	
Recruiting > Increase to Budgeted Headcount: Post for Competitive Fill	Increase to headcount, posted externally	

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REQUIRED FIELD	DEFINITION	COMMENT
Recruiting > Increase to Budgeted Headcount: Post Internally Only	Increase to headcount, posted internally only	
Replacement For	Leave Blank	
Recruiting Instruction	Leave Blank	
Recruiting Start Date	Today's date	This date can be changed by initiating the *Edit Job Requisition* process
Target Hire Date	Today's date	This date can be changed by initiating the *Edit Job Requisition* process
Target End Date		This is only used for Fixed Term, Temporary or On-Call positions
Job Posting Title	This is the functional job title that is posted externally, e.g., 'Electrical Engineer,' not Engineer IV.	Never enter a specific worker's name anywhere in the job requisition
Justification	Required for requisitions that are for an increase to budgeted headcount	If a justification is not included, the job requisition will not be approved
Job Profile	This is the Fermilab Compensation job title, e.g., Engineer IV.	
Job Description Summary	Auto populates when the Job Profile is entered.	

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Job Description	Enter any additional specific knowledge, skills and abilities not captured in the job description summary.	
Job Families for Job Profile	Auto Populates	
Worker Type - Fixed Term	Employment is for a stated period of time greater than six months and generally in no more than 3-year increments. Click this link to see the specific benefits that can be elected: http://wdrs.fnal.gov/employ/ScheduleofBenefits.pdf	
On-Call Worker (Fixed Term)	On-call employees are a group of support personnel who work on an "as needed" basis. This group consists of professionals, retirees and others who wish to work temporary assignments. There are no guaranteed nmber of hours an on-call employee will work. Assignments are dependent upon laboratory needs and the employee's ability to fill the assignments. On-call employees must work less than 1,000 hours a year. Click this link to see the specific benefits that can be elected: http://wdrs.fnal.gov/employ/ScheduleofBenefits.pdf	
Regular	Employment for an indefinite period of employment. Click this link to see the specific benefits that can be elected: http://wdrs.fnal.gov/employ/ScheduleofBenefits.pdf	
Seasonal (Fixed Term)	Summer and holiday temporary assignments, intended for students. Click this link to see the specific benefits that can be elected: http://wdrs.fnal.gov/employ/ScheduleofBenefits.pdf	
Temporary Employee (Fixed Term)	Individual who works either short- or long-term assignments (generally not to exceed six months) with an employer without being treated as a permanent employee; normally utilized to meet seasonal or other demands that supervisory organizations do not have internal resources to meet. Click this link to see the specific benefits that can be elected: http://wdrs.fnal.gov/employ/ScheduleofBenefits.pdf	
Time Type	Full time or Part time	
Primary Location	Batavia	
Scheduled Weekly Hours	Defaults to 40; If this is a part time position, change the hours.	This if the only field used to identify the number of weekly hours the position requires
Qualifications	Discuss with the hiring manager.	

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Attachments	For positions that are an addition to the budgeted headcount, attach justification form: http://wdrs.fnal.gov/employ/employinternal/PersReqAttachJustification.docx. Complete form, scan and upload the document to this Attachment tab for required approval from Finance/Budget Office. Attach Work Activities Analysis Form: http://wdrs.fnal.gov/employ/employinternal/WAAF.docx to document physical position requirements	
Summary Page	Verify all entries are correct. Once you click Submit, you can no longer make any changes. Your manager can make changes or send back for corrections	